



FORT LEWIS

Government Purchase Card Class



DEPARTMENT OF DEFENSE
PURCHASE CARD PROGRAM



Agenda

- **Approving Official Responsibilities**
- **Cardholder Responsibilities**
- **Invoice Certification**
- **Controls & Procedures**
- **Mandatory Sources**
- **Purchase Card Fraud**
- **C.A.R.E.**
- **Ethics & Procurement Integrity**
- **Purchase Guidelines**
- **End of Fiscal Year Procedures**
- **Application Procedures**



PURPOSE OF THE CREDIT CARD PROGRAM

- To provide a method for procurement to non-procurement personnel to purchase supplies and services which do not exceed the Micro-Purchase Threshold of **\$2,500** for supplies and services, (2,000 for Selected DPW Construction Cardholders ONLY)





BENEFITS OF PURCHASE CARD PROGRAM

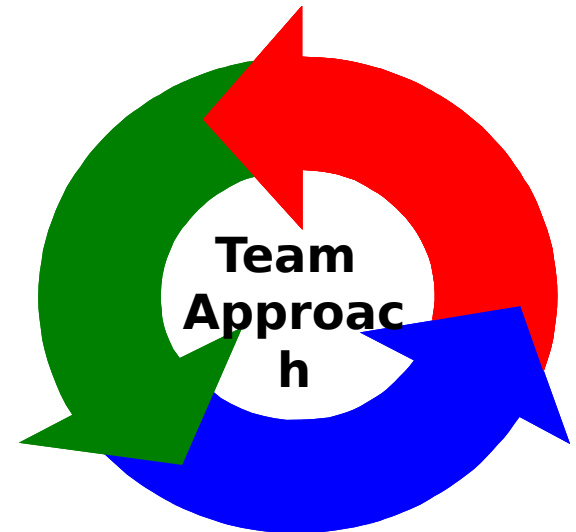
- **Micro-purchase decisions and actions in the hands of users (up to \$2,500) .**
- **Low administrative cost for purchases and payments.**
- **Streamlines the acquisition process, saving both time and expense.**
- **Eliminates layers of approval.**
- **Speeds up delivery/faster payment.**
- **Build customer relations with suppliers.**





PURCHASE CARD PLAYERS

- **Cardholders**
- **Approving Official/Billing Official/Certifying Officer**
- **DOC - Agency/Organization Program Coordinator**
- **Billing Office - DFAS**
- **Contractor - US Bank**
- **Merchants**





APPLICATION PROCEDURES





AO's APPLICATION PROCEDURES

Complete DAU Government Purchase Card Tutorial

http://clc.dau.mil/kc/no_login/portal.asp

- 1. Submit 2 Original DD 577 signed by CDR and RM**
- 2. Also Submit 1 Original DD 577 from the person you are replacing, as their Termination Notice**
- 3. Turn-in DD 577s, Memo appointing you as new Approving Official signed by**



Cardholder's Application Procedures

1. Complete DAU Government Purchase Card Tutorial
http://clc.dau.mil/kc/no_login/portal.asp

2. Complete Credit Card Application Signed by AO, CDR, and your Resource Management Office.

3. Turn-in Credit Card Application and DAU GPC

Certificate of Training to DOC Credit Card Section Bldg. 2015 Room 143.



CREDIT CARD APPLICATION

**Submit credit card application form signed by CDR
and RM Then turn-in application to DOC**

U.S. Government IMPAC Credit Card Application

Request a Government credit card be issued to this unit. Information is as follows:

Cardholder Name:

Rank/Grade:

Mailing Address:

E-mail address

**Cardholder
INFO**

Telephone: () -

Fax: () -

E-mail:

Approving Official Name:

Rank/Grade:

Mailing Address:

**Approving
Official INFO**

Telephone: () -

Fax: () -

E-mail:



CREDIT CARD APPLICATION

(Bottom Half of Page)

\$\$\$\$\$\$
Dollar Limits
Set

Card Selection (Limit 2 cards per person)	Check Cards Selection	Single Purchase Limit (\$2,500 Maximum)	Monthly Purchase Limit (Set by RM/AO)	DODAAC:
Supply/Service	<input type="checkbox"/>			DFAS
Supply	<input type="checkbox"/>			ADDRESS:
Service	<input type="checkbox"/>			DFAS-Rome
Food (DPCA only)	<input type="checkbox"/>			POC:
Other	<input type="checkbox"/>			Phone:
Fund Cite: 21*20207620541000026RBIMPAC***MALESB4BL5404				APC: 26RB

Date trained: (Enter date Trained)

Commander's
Certification

Commander's Signature

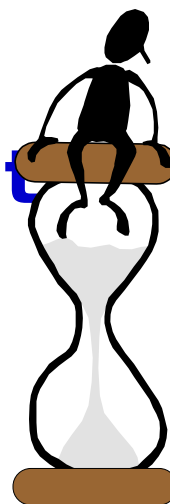
RM/Budget
Certification

Resource Management Approval



Upon Receipt Of Card

- **Verify accuracy of name and address**
- **Activate your account**
- **Sign your card**
- **Secure Card**
- **Sign delegation letter and return to DOC**





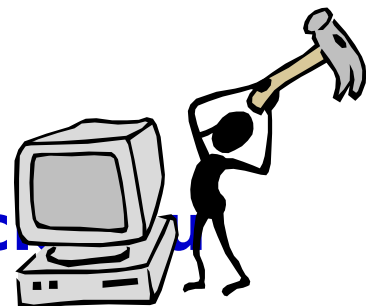
Cardholder's Self- Registration Process

<https://care.usbank.com>



Password guidelines:

- Must be 8 to 12 characters long with at least 1 numeric.
- Logon ID's and passwords not case sensitive.
- Three unsuccessful attempts will lock you out and





C.A.R.E.

Customer Automation & Reporting Environment

USBank License Agreement

Customer Automation and Reporting Environment Terms of Service

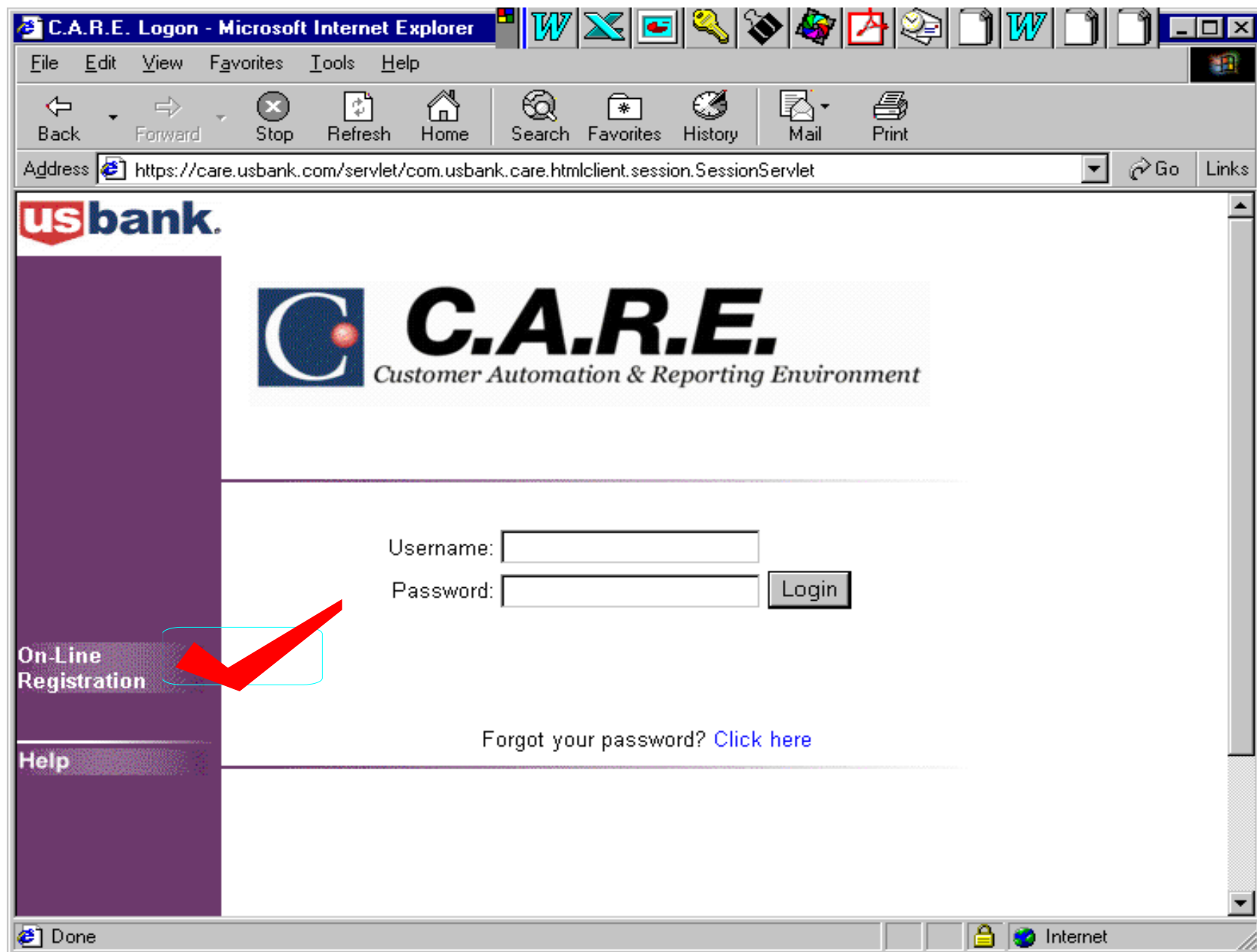
1. ACKNOWLEDGMENT AND ACCEPTANCE OF TERMS OF CARE

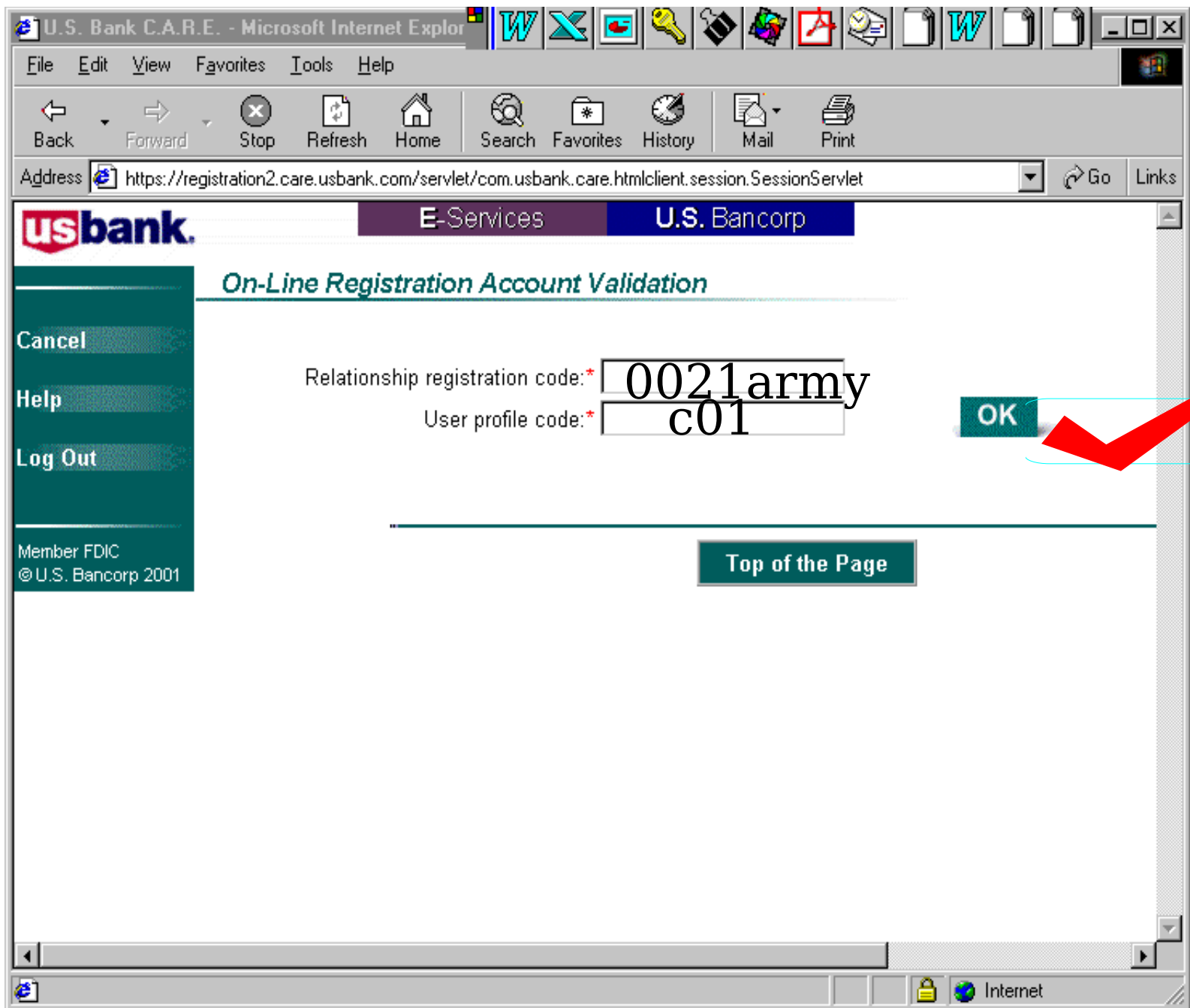
The Customer Automation and Reporting Environment (the "CARE"), owned and operated by U.S. Bank National Association ("U.S. Bank"), is provided to the customer under the terms and conditions of this Customer Automation and Reporting Environment Terms of Service (CTS) which incorporates by reference any operating rules or policies that may be published by



Accept

I Decline





U.S. Bank C.A.R.E. - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print

Address <https://registration2.care.usbank.com/servlet/com.usbank.care.htmlclient.session.SessionServlet> Go Links

usbank. E-Services U.S. Bancorp

On-Line Registration

Cancel

Help

Log Out

Account Number*	Zip Code*	Expiration Date*
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

OK

Add More Accounts

Internet



Purchase Limits



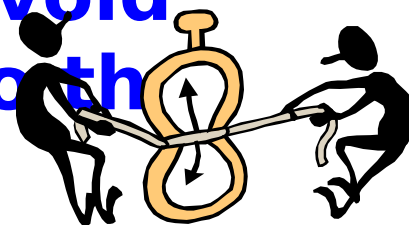
- **Cardholders Single Purchase Limit**
 - **Maximum \$2,500**
- **Cardholders 30-day (Billing Cycle) Limit**
 - **Established by AO and RM**
- **Approving Official/Office Limit**
 - **Total of All Monthly Limits of All Ao's Cardholders**
- **NOTE: Billing Cycle is 24th Thru 23rd**





SPLIT PURCHASE

Split requirement means to break down a purchase requirement aggregating more than the simplified acquisition threshold or micro-purchase threshold into several purchases to avoid requirements that applies to those purchases.



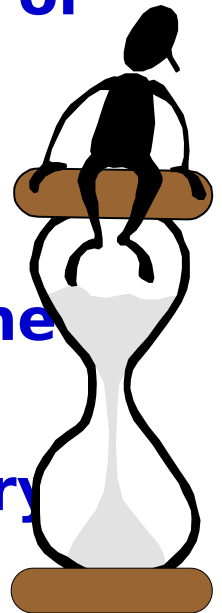
Do not split requirements to stay within the single purchase limit, this practice is prohibited



Purchases Over \$2,500

**Steps to to Be Followed in Order to Make a
Purchase Over \$2,500 Using GPC:**

- 1. Prepare Purchase Request (Either DA 3953 or Aquiline)**
- 2. Financial Office Issues Fund Classification.**
- 3. Purchase Request Hand-carried to Contracting Office or Sent Through Aquiline System.**
- 4. Contracting Office Complies With Regulatory Requirements and Makes Purchase.**



Note: The Contracting Office Has Emergency Purchasing Procedures Established, Contact the Contracting Office or A/OPC for More Information.



Unauthorized Commitments

- **Under \$500, if SJA approves, ratification completed by DOC.**
- **Over \$500 must go to CG for approval prior to ratification.**
- **Once ratified, purchase order issued for payment (30-60 Day p|**





MANDATORY SOURCES OF SUPPLY

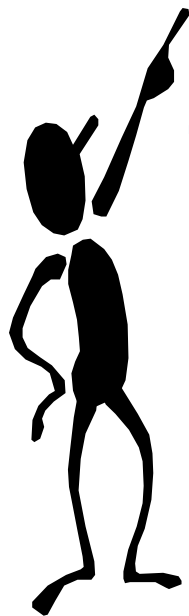




Mandatory Sources

SUPPLIES

- Agency Inventories
- Federal Prison Industries (UNICOR)
- Products available from committee for purchase from people who are blind or severely disabled. (NIB/NISH)
- DOD Wholesale Supply Sources; GSA, DLA, Dept of Veterans Affairs
- Federal Supply Schedules
- Commercial Sources





Mandatory Sources

SERVICES

- **Services available from Committee for Purchase From People Who are Blind or Severely Disabled.**
- **Mandatory Federal Supply Schedules**
- **Optional use Federal Supply Schedules**
- **Federal Prison Industries Inc. or commercial sources**





Office Supply Mandatory Sources

- **OFFICE SUPPLIES: Blanket Purchase Agreement (BPA) mandatory use for office products effective October 1st 2002.**
 - **Ft. Lewis Express (Ft. Lewis Self Service Center)**
 - **Adams Marketing Associates, Inc.**
 - **George W. Allen Company, Inc.**
 - **BENTCO Office Solutions, Inc.**
 - **Boise Cascade Office Products**
 - **CADDO Design and Office Products**

**Think
Recycle
Material**



Office Supply Mandatory Sources

Blanket Purchase Agreement (BPA) Cont.

- Corporate Express**
- Office Depot**
- Miller's Office Products**
- Staples National Advantage**
- Creative Sales Solutions, Inc.**
- Stephens Office Supply**
- Metro Office Products, Inc.**





Department of Defense Electronic Mall

<http://dodemall.dla.mil>



New Users need to register.

Postal Code and DoDDAC required for registration.

Army users make sure that you log on with your official organization DoDAAC that starts with a "W" and if you have any problems with finding your DoDAAC, please call the **Help Desk at **1-888-352-9333, option 2 for DoD EMALL.****

DoD EMALL Logon Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print

Address <https://emall.prod.dodonline.net/scripts/emLogon.asp> Go Links

DoD EMALL Logon

Account Name:

Password:

Shop ☒ My Orders ☐

Select Corridor:

Ship-To
Select Country:

ZIP/Post: DoDAAC:

User Accounts

- [New User Registration](#)
- [Forgot Your Password?](#)

▲ **Featured Supplier of the Week ARMY USERS** Effective October 1, 2002 Army users will now have their mandatory office supply catalogs available. DoD EMALL is very excited to introduce the following suppliers available for the Army kickoff: Adams Marketing Associates, Inc., Boise Cascade, Bertco Office Solutions, Corporate Express-Army, George W. Allen Company, Metro office Products, Inc, Miller Office Products, Office Depot, Army. **Army users make sure that you log on with your official organization DoDAAC that starts with a "W"** and if you have any problems with finding your DoDAAC, please call our Help Desk at 1-888-352-9333, option 2 for DoD EMALL. **The best news is that these catalogs are open to ALL Federal Buyers.** [See detail...](#)

▲ **Northeast Office Supply** They are a full line office supply company, offering over 36,000 items including general office supplies, computer supplies and accessories, furniture, and janitorial supplies. They can deliver orders in 1 – 2 business days. [See detail...](#)

▲ **Welcome Naval Facilities Engineering Command Clientel** On 1 August 2002, (). This om EMALL quickly. ive July

▲ **Ship To Info:** Country Code and Zip Code are mandatory fields for shopping. If the country selected is the United States, then you must enter a 5 digit zip code. If any other country is selected, then the zip code is the country code. **Prices may be adjusted for delivery to your location.** DoDAAC is optional. If a DoDAAC is entered, organization specific catalogs will be shown.

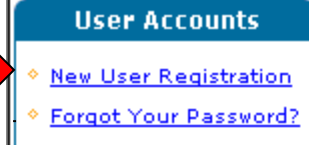
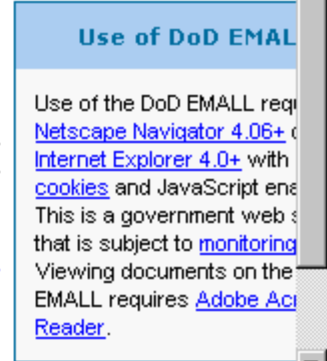
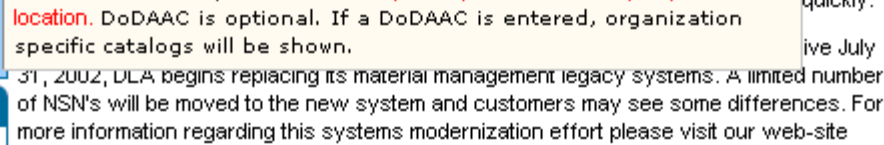
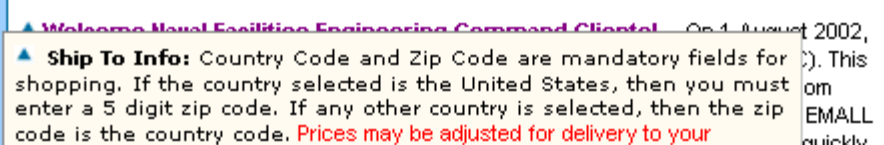
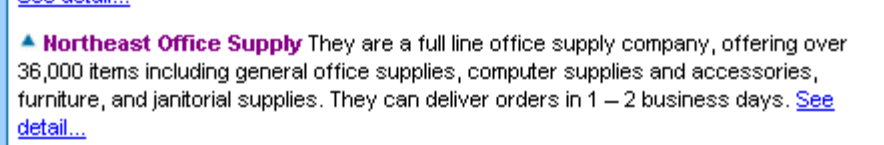

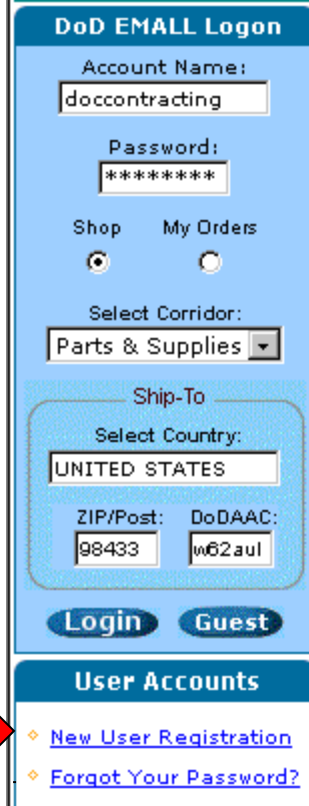
31, 2002, DLA begins replacing its material management legacy systems. A limited number of NSN's will be moved to the new system and customers may see some differences. For more information regarding this systems modernization effort please visit our web-site at <http://www.dla.mil/i-6/bsm/cric/default.htm>. If you have problems obtaining status information, please contact the DLAAA Contact Center at 1-877-DLA-CALL. [See detail...](#)

News & Information

- ◆ [New Look!](#)
- ◆ [Pressroom](#)
- ◆ [Learn more about DoD EMALL](#)
- ◆ [Stores & Related Sites](#)
- ◆ [DoD EMALL Suppliers](#)
- ◆ [Supplier Support](#)
- ◆ [Becoming a DoD EMALL Supplier](#)
- ◆ [EMALL Policy Statement](#)
- ◆ [Version Release Notes](#)

Use of DoD EMALL

Use of the DoD EMALL requires [Netscape Navigator 4.06+](#) or [Internet Explorer 4.0+](#) with [cookies](#) and JavaScript enabled. This is a government web site that is subject to [monitoring](#). Viewing documents on the EMALL requires [Adobe Acrobat Reader](#).



VeriSign VISA MasterCard UNICOR JWOD


Internet

DoD EMALL Order Management System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print

Address https://email.prod.dodonline.net/scripts/email.asp?type=PARTNET_SHOP&DEST=PARTS Go Links



LOGIN:
docontracting

[Home](#) [Log off](#)

SHOP

- [Shop](#)
- [Shopping Carts](#)
- [Quick List](#)
- [Express Stores](#)
- [On-Demand Mfg](#)

Change Corridor:
Parts & Supplies

ORDERS

- [Orders](#)
- [Order Status](#)
- [Shipments](#)
- [MRA Status](#)

CUSTOMER SERVICE

- [Account](#)

All of EMALL	NSNs Only	Commercial Catalogs	IT Catalogs	Other Stores	On-Demand Manufacturing
--------------	-----------	---------------------	-------------	--------------	-------------------------

Region (update)		Searching		Current Cart Summary (view)	
Postal Code	DoDAAC	Results History:	ID	Name	# of Items Total Price
98433	WV62AUL	Power Shop:	NEW!	Untitled	0 (0 unique)

[Help Desk](#)

Category Browser

[Table of Contents](#)

- [Army Office Supply BPAs](#)
- [Chaplains' Corner](#)
- [Commercial Catalog](#)
- [Heavy Equipment Suppliers](#)
- [Information Technology Catalog](#)
- [NSN Categories](#)
- [ODM Catalog](#)

Search Form

Green Corridor Only? ☐ Yes ☒ No

☐ Advanced ☐ Any words ☒ All words

NSN:	Starts With	<input type="text"/>	(al
NIIN:	Starts With	<input type="text"/>	(al
Mfr Part No:	Starts With	<input type="text"/>	(al
Manufacturer:	Starts With	<input type="text"/>	(al
Catalog Number/CLIN:	Starts With	<input type="text"/>	(al
UPC:	Starts With	<input type="text"/>	(al

Sort By: ☒ Ascending ☐ Des


<https://catalog.prod.dodonline.net/cat/browseTaxonomy.do?taxonomyBranchId=1~1000~26000> Internet

DoD EMALL Order Management System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print

Address https://email.prod.dodonline.net/scripts/email.asp?type=PARTNET_SHOP&DEST=PARTS Go Links



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All of EMALL	NSNs Only	Commercial Catalogs	IT Catalogs	Other Stores	On-Demand Manufacturing
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Region (update)		Searching		Current Cart Summary (view)	
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[Help Desk](#)

Category Browser

[Table of Contents > Army Office Supply BPAs](#)

- [Adams Marketing](#)
- [Bentco Office Solutions](#)
- [Boise Office Solutions](#)
- [Corporate Express - Army](#)
- [George W. Allen Co.](#)
- [Metro Office Products](#)
- [Miller's Office Products](#)
- [Office Depot - Army](#)

Search Form

Green Corridor Only? ☐ Yes ☒ No

Keywords:

☐ Advanced ☐ Any words ☒ All words

NSN:	Starts With	<input type="text"/>	(al)
NIIN:	Starts With	<input type="text"/>	(al)
Mfr Part No:	Starts With	<input type="text"/>	(al)
Manufacturer:	Starts With	<input type="text"/>	(al)
Catalog Number/CLIN:	Starts With	<input type="text"/>	(al)
UPC:	Starts With	<input type="text"/>	(al)

Sort By: ☒ Ascending ☐ Des

suppliers available

Done Internet



NEED FOR SUPPLIES AND SERVICES

PURCHASE GUIDELINES





Purchase Request Form (Exhibit 6)

GOVERNMENT CREDIT CARD REQUEST/RECEIPT INFORMATION		UNIT:	SUPPLIES:	JOB No. X
			SERVICE:	
1. REQUEST THE FOLLOWING ITEMS BE PURCHASED WITH THE GOVERNMENT CREDIT CARD:				
ITEM	DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
1	Rental of 10 person vans \$49.50	4	\$198.00	
2	Gas (estimated cost) \$18.00	4	\$ 72.00	
2. SOURCE OF SUPPLY SERVICE:			TOTAL: \$270.00	
COMPANY NAME:			POC:	
COMPANY ADDRESS:			J ohn	
10105 Pacific Avenue Auburn, WA				
PHONE No. 1-800-846-1212 FAX: 1-800-846-1200				
NAME AND SIGNATURE OF REQUESTER SIGNATURE OF PBO		NAME AND		
NAME AND SIGNATURE OF APPROV OFFICIAL SIGNATURE OF ADP MANAGER		NAME AND		
TRANSPORTATION OFFICER		Requestor/Receiver		

Line items
(itemized list)

Justifications/
3161, CAPR, etc

Requestor

Approving Official

Requestor/Receiver



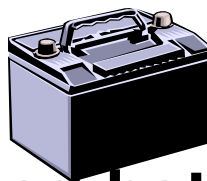
Regulated Purchases

- **Installation Property**

- POC: Al Colvin, IPBO at 967-4926

- **Batteries**

- Units turn in all used batteries to the SSA



- **Bottled Water**

- Ft. Lewis Water Quality Technician 966-1678.



- **Printing Services**

- DAPS





Pre-Approval Requirements

- **Chemicals /Paints/Hazardous Materials**

- POC DOL HAZMAT Control Center
- Mrs. Terry Austin 966-6463 or
- Mr. Ray Alonzo 966 0465

- **Audio/Visual Equipment**

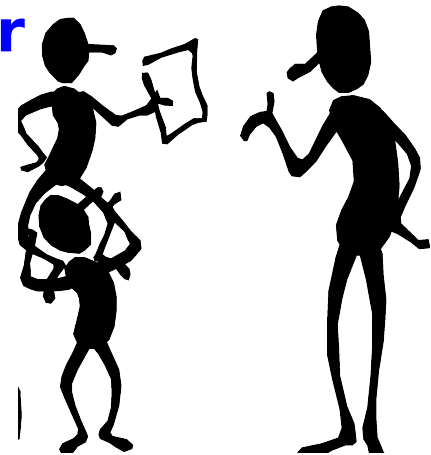
- POC TSC
- Mr. Don Cardin 967-7901

- **Rental Vehicles**

- TMP
- Mr. Sallinger 967- 4897

- **Construction up to 2,000**

- POC PW





Pre-Approval Requirements

- **Telecommunication Services (Radios & Pagers)**

- **POC DOIM Mrs. Roxanne Wall 967-3717**



(Option 8)

- **Cellular Telephones/Pagers**

- **Check With DOIM to Determine and Comply**



With Local Procedures. Required to Be

Logged in Organization's Property Book.





Pre-Approval Requirements

- **Computer Equipment/Information Technology**

Special approval required from DOIM



- **CAPR must be submitted to and approved by**

DOIM prior to purchasing ADPE items.

- **Ensure equipment is entered on proper hand receipt.**

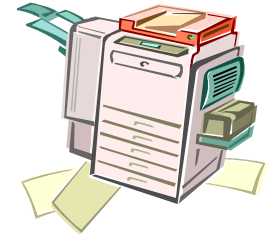
POC: DOIM

967-1115



Pre-Approval Requirements

- **Purchase, repair, and rental of communication equipment must be approved by DOIM (except fax machines)**
- **Includes but not limited to:**
 - **COPY MACHINES**
 - POC Lydia Ostle 967-3123
 - **CELLULAR PHONES**
 - POC Peggy McGinnis 966-3268
 - **PORTABLE RADIOS & PAGERS**
 - POC Roxanne Wall 967-3717





Pre-Approval Requirements

- **Environmental Protection Agency (EPA)**
 - **Per Regulations Cardholders Must Buy Designated Items That Meet or Exceed the US EPA Standards for Recycled Products**
 - **Products Include:**
 - **Construction Products**
 - **Landscaping Products**
 - **Paper/Paper Products**
 - **Park & Recreation Products**
 - **Transportation Products**
 - **Vehicular Products**
 - **Misc. Products**
- **POC Terry Austin 966-6463**
- **www.epa.gov**





General GPC Prohibitions



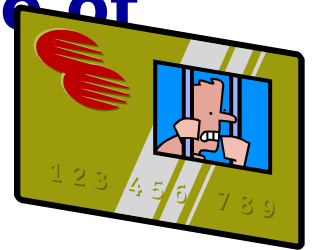
- **Split Purchases.**
- **Payment for unauthorized commitments.**
- **Items or services that cannot be purchased with appropriated funds.**
- **Purchases made by individuals other than the authorized cardholder.**
- **Making purchases and returning them to the merchant for cash or merchant credit slips.**



General GPC Prohibitions

(Unauthorized Purchases)

- **Cash Advances**
- **Money Orders Or Postage Stamps (Exception for Stamps)**
- **Telecommunication Services (DOIM)**
- **Rental Or Lease Of Land Or Buildings (DPW)**
- **Airlines, Restaurants, Hotels, Travel Tickets or Other Travel Costs (Use Travel Card)**
- **Fuel, Oil, Tires, Batteries, Maintenance of GSA Vehicles (Use GSA Fleet Card)**
- **Food Or Subsistence (Except DPCA)**
- **Construction (Except DPW)**
- **Printing Or Copying Service (Except DAPS)**





MAKE PURCHASE





Purchase Guidelines



Gather information from merchant:

- **Ask if they accept government purchase card.**
- **Ask if goods or services are immediately available.
(they should not bill the GOV. until items are shipped)**
- **Ask for the total price, including S&H charges**
- **Ask if the merchant offers discounted prices to the Gov.**
- **Tax Exempt Status**



Order Cancellation/ Returning A Purchase

- **Contact the Vendor**
- **Return Purchase Within 60 Days**
- **Work With the Merchant for Satisfactory Resolution. (Refund or Replacement of the Item)**
- **If Merchant Refuses to Issue a Credit Voucher, Dispute the Transaction in CARE.**
- **Contact DOC**





CARDHOLDER'S ACCOUNT RECONCILIATION PROCESS





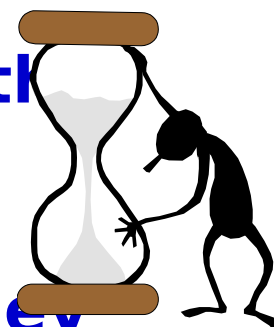
Billing Cycle

NOTE: Billing Cycle: 24th - 23rd of Each Month

➤ **Cardholders Transactions Are Available on the Internet for Review, Approval, Dispute and Reallocation Throughout the Billing Cycle.**

➤ **Transactions Can Be Approved As They Are Posted in CARE.**

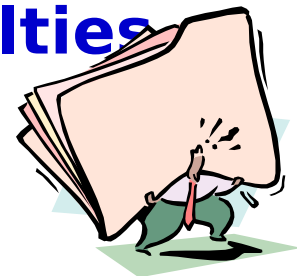
➤ **Cardholders Must Approve Their SOA within
3 Days After the End of the Billing Cycle**





Unavailability of Cardholder or Approving Official

- **Primary Approving Official:** Review and Approve Cardholder Statement in the Absence of the Cardholder.
- **Alternate Approving Official:** to Act in Absence of Primary Approving Official.
- **Note:** Certification of Billing Statement Cannot Be Delayed for Any Reason Without Incurring Interest Penalties

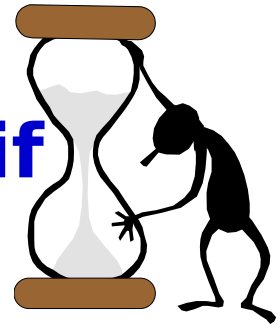




Billing Cycle

NOTE: Billing Cycle: 24th - 23rd of Each Month

Approve cardholder's statement if the following criteria are met:



_ The Cycle Date Is Currently Unapproved

- The Current Date Is Not Greater Than 15**

days past the Cycle Date.

- There Is No Pending Transactions on the**



INVOICE CERTIFICATION





Invoice Certification

- 1. Invoice Can Only Be Certified After All Cardholder Statements Have Been Approved.**
- 2. Billing Official Has the Option of Approving Cardholder's Transactions on Behalf of the Cardholder.**
- 3. By the 5th Day After the Close of the Billing Cycle the Billing Official Must Approve Any Transactions Not Approved by Cardholder and Certify Payment.**



- Note: Billing Cycle: 24th - 23rd of Each Month**



APPROVING OFFICIAL'S LIABILITY

- **AO are insurers of the public funds and have liability for erroneous payments.**
- **Ask for assistance before approving a purchase you have doubt about its propriety:**
 - **Activity fiscal attorney**
 - **Purchase Card Agency/Organization Program Coordinator**
 - **Financial Management Office**



APPROVING OFFICIAL'S LIABILITY Cont.



- **AO has the right to participate in any audit or investigation.**
- **AO has the right to request relief from liability from the comptroller general depending on the characterization**
 - **The irregularity was not the result of approving official's negligence**
 - **The payment was made in good faith, was not prohibited by law, and the government received value for the payment**



REBATES



(FASTER PAYMENT = BIGGER REBATE)

Billing Account Cycle Ends the 23rd of Each Month.

C.A.R.E will allow Approving Officials to pay their monthly billing statements over the Internet on the 24th of each month, and obtain the highest possible rebates for their accounts.

Rebates are based on sale volume and speed at which bills are paid. Average number of days = basis points.



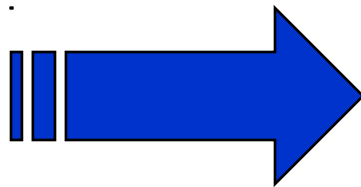
Account Suspension

Rules of Account Suspension:

Once an Approving Official's account is suspended due to delinquency payment, all cardholders reporting to the same account will also be suspended. Billing accounts that become 180 days past due v suspension of an entire activ



Cardholder Accounts. . .



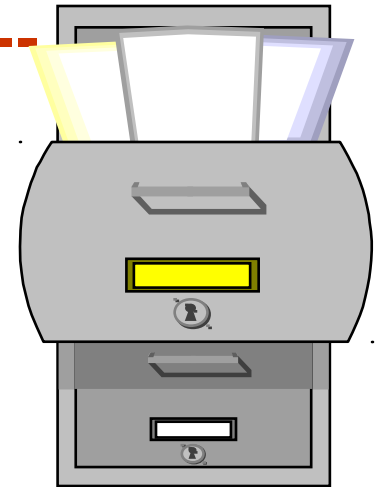
**Contact DOC to inquire
about
suspended accounts**



PURCHASE CARD FILES

APPROVING OFFICIAL WILL MAINTAIN --

- Delegation of authority memorandums
- SOP's (Army, DOC and internal SOP)
- Copy of billing statement with original cardholder's SOA and supporting documentation
- Retain SOA and supporting documents for 3 years



Files subject to audit --
AAA, FORSCOM, IG,
DOC, CID



APPROVING OFFICIAL'S AND CARDHOLDER'S RESPONSIBILITIES





APPROVING OFFICIAL'S RESPONSIBILITIES

- **Monitor cardholders transactions during billing cycle.**
- **Ensure cardholders fulfills their responsibilities and transactions meet legal requirements.**
- **Review and approve cardholder's transactions in their absence.**
- **Ensure Adequate Documentation Is Available to Support Purchase Card Transactions.**
- **Resolve Any Questionable Purchases With the Cardholder.**



APPROVING OFFICIAL'S RESPONSIBILITIES

- **Notify A/OPC to close account for individuals that have transferred, terminated, retired, etc.**
- **Notify PBO of all accountable property acquired.**
- **Notify A/OPC of any purchase that could indicate non-compliance, fraud, misuse or abuse.**



APPROVING OFFICIAL'S RESPONSIBILITIES

- **Terminate or reassign the Billing Account prior to reassignment to other duties and/or departure.**
- **Maintain Complete and Accurate Records**
(Supporting Documentation: Receipts, Logs, Approvals, Etc). (3 Years)



APPROVING OFFICIAL'S RESPONSIBILITIES

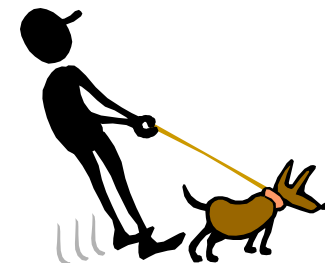
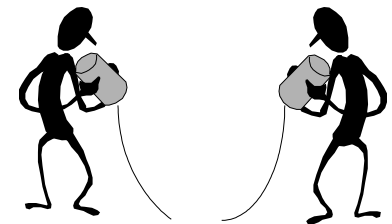
ACCOUNT MAINTENANCE

Increasing Monthly Limits:

- Cardholder monthly limit increase must coordinate with the financial office.

Account Controls:

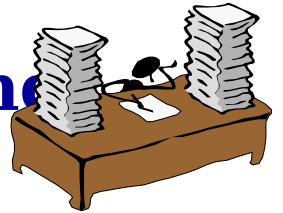
- Single Purchase Limit
- Billing Cycle Limit
- Merchant Category Code
- Transaction Limit (Per Day/Per Billing Cycle)





Cardholder's Responsibilities

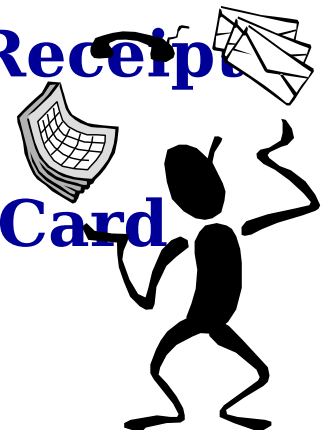
- **Complete initial and refresher training**
- **Maintain delegation of authority letter in file.**
- **Make sure funds are available to cover any purchase card action.**
- **Check mandatory sources of supplies prior of initiating purchases.**
- **Conduct market research when mandatory sources do not satisfy agency's needs.**





Cardholder's Responsibilities

- **Make Fair and Reasonable Purchases.**
- **Prepare Purchase Request (Exhibit 6)
and Ensure
All Approvals Are Obtained.**
- **Request Copies of Itemized Sales Receipts
or
Other Sale Documents Supporting Card
Transaction.**
- **Maintain Purchase Log.**





Cardholder's Responsibilities

- **Review and Reconcile All Transactions.**
- **Notify Approving Official of Any Discrepancies.**
- **Dispute Questionable or Unresolved Transactions.**
- **Use Bank's On-line Certification to Monitor Account and Approve Statement of Account.**





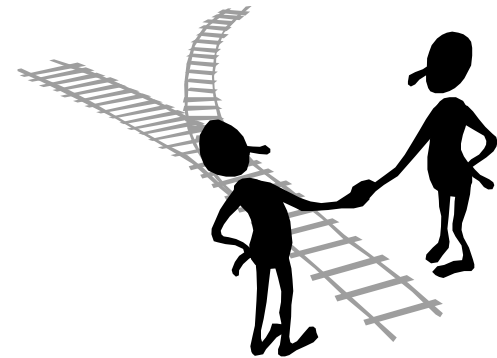
Cardholder's Responsibilities

- **Notify A/OPC If Account Needs to Be Closed Due To Termination or Departure.**

- **Notify Property Book Officer If Accountable**

Property Is Acquired With the Purchase Card.

- **Use Purchase Card “For Official Use Only”.**





Cardholder's Responsibilities

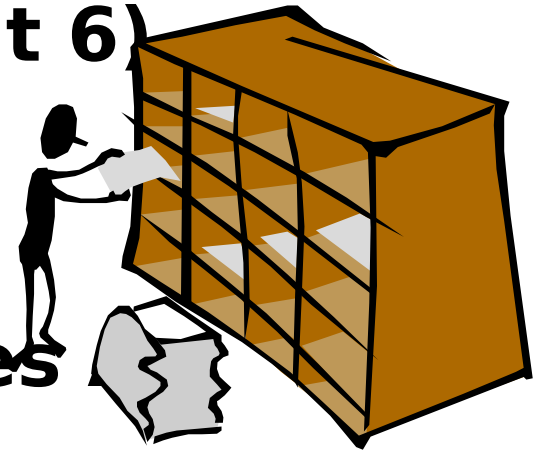
- **Forward Purchase Documentation and All Associated Receipts/charge Slips to Your Billing Official for Review Within 3 Days After Billing Cycle Ends**
- **Notify A/OPC and AO Before Leaving Your Organization or Unit.**
- **OGE Form 450: Require for Cardholders and Approving Officials Who Spent More Than 100K During the Fiscal Year**
- **Attend Refresher Training Every Two Years**





Cardholder's Responsibilities

- **Maintain Proper Documentation**
 - **Purchase Request (Exhibit 6)**
 - **Merchant Receipt**
 - **Purchase Log**
 - **Property Book Procedures**
- Appropriate**





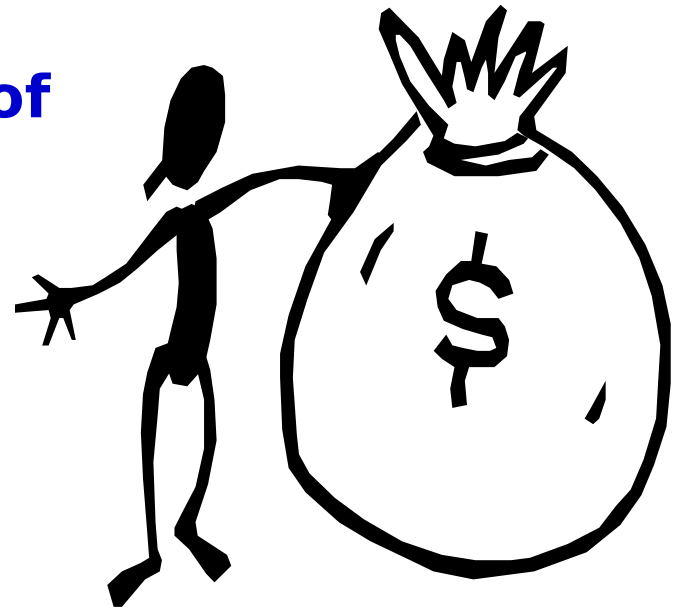
Additional information:

**Manufacturer Rebates
End of Fiscal Year
Purchase Log
Disputes
Fraud
Ethics
C.A.R.E**



Manufacturer Rebates

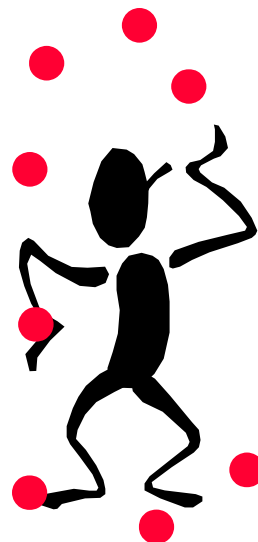
- Rebates are property of the U.S. Government.
- Rebates checks shall be made out to the U.S. TREASURY and not to individuals.
- If property is offered in lieu of a rebate check, the property belongs to the U.S. GOVERNMENT.





ROTATE, ROTATE, ROTATE

- **MICRO PURCHASE LAWS AND REGULATIONS GOVERNING THE PURCHASE CARD VISA CREDIT CARD PROGRAM REQUIRES THAT CARDHOLDER'S ROTATE MERCHANTS.**

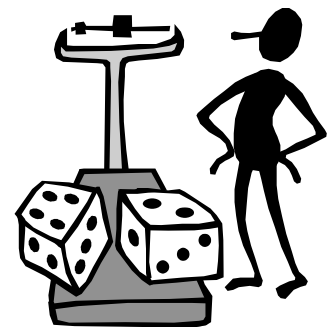


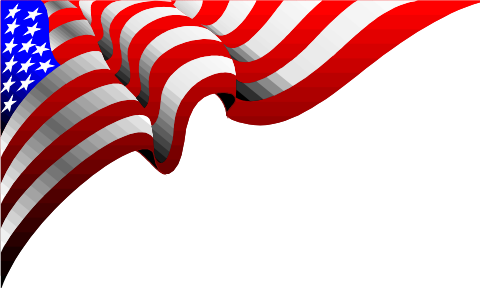


END OF FISCAL YEAR REPORTING PROCEDURES

CUT OFF DATE: Provided by RM

- **Fill out Year-End consolidation form: Include all outstanding purchases that have not appeared on a Credit Card Statement during current fiscal Year.**
- **Turn-in consolidation form to Resource Management Office.**
- **1 OCT: Purchasing resumed.**
(Subject to Availability of Funds)





Approving Officials and Cardholders

- if you approve purchases of more than \$100,000 during the fiscal year.**
- OGE 450 filers must receive annual ethics training.**



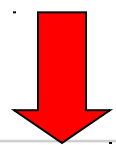
Purchase Log

Cardholders must maintain an up-to-date Purchase Log for auditing purposes. This log can be in electronic (CARE Detail Log) or manual format, is a mandatory requirement of GPC use. Purchase Log must contain at a minimum date purchased, the price paid, merchant name and address, and item description.



Select transaction to view detail. **Selecting a Reject Reason Code will display the legend** Acting on behalf of Cardholder? No
Account Number: **4716300001502062** Account Name: **RIGUAL_ARCADIO,L** Cycle Date: **07/23/2003**

▲	Status	Trans. Date	Merchant	City	State	Amount	Rejected	Reject Reason	Purchase ID	▲
	Approved	07/21/2003	IMPAC REBATE-THANK	01096	D	-2.89				
	Approved	06/28/2003	AOL*ONLINE SERVICE 06800-827-6364		VA	23.90			0955851474 SERV	



View All
Search

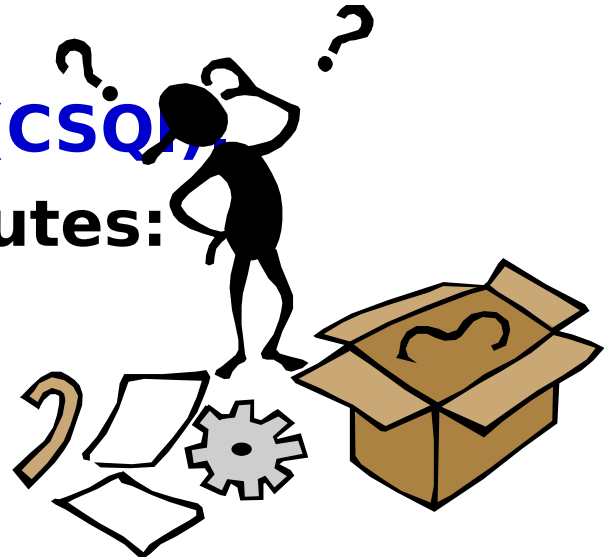
Transaction Date: <input type="text" value="//"/>	Need Date: <input type="text" value="//"/>	Requestor Name: <input type="text"/>
Date Received: <input type="text" value="//"/>	Due Date: <input type="text" value="//"/>	Trans. Method: <input type="text"/>
Merchant: <input type="text"/>		Authorization #: <input type="text"/>
Transaction Amt.: <input type="text" value="0.00"/>	Freight Amount: <input type="text" value="0.00"/>	Vendor Order #: <input type="text"/>
Sales Tax: <input type="text" value="0.00"/>	Misc. Amount: <input type="text" value="0.00"/>	Other: <input type="text"/>
Source Currency: <input type="text"/>		Shipped To: <input type="text"/>
Source Amount: <input type="text" value="0.00"/>		Comment: <input type="text"/>

Save Log
Reconcile



Disputes

- **Questionable Transaction Posted on a Cardholder's Statement.**
- **Attempt to Resolve the Issue With the Merchant.**
- **Transactions Can Be Disputed Electronically or by Using a Paper-based Cardholder Statement of Questioned Items Form (CSQI).**
- **Common Causes of Disputes:**
 - **Defective Items**
 - **Unrecognized Charges**
 - **Unauthorized Purchases**
 - **Duplicate Processing**
 - **Items Billed but Not Received**





CSQI Process

Manual dispute deliver to :

**IMPAC Card Services
PO Box 6347
Fargo ND 58125-6347
Fax: (701) 461-3466**



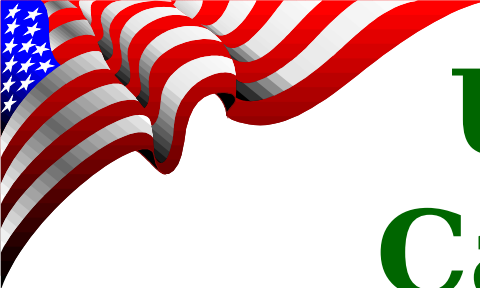
Feedback on disputes:

- **1st notice notifies cardholders an investigation is on-going.**
- **2nd notice notifies cardholder the dispute has been resolved or the bank considers the charge to be a valid transaction.**



PURCHASE CARD FRAUD





Understanding Cardholder Fraud

What Is Cardholder Fraud?

**Fraud Is Any Felonious Act of Corruption or
Attempt to Cheat the Government or
Corrupt
The Government's Agents.**

**Cardholders Have a Responsibility to Use
the Card to Procure Supplies and Services
at the Direction of the Agency Under Official
Purchase Authorization.**



Understanding Non-Cardholder Fraud

Non-cardholder fraud involves use of the card or cardholder data by an unauthorized person. The risk of non-cardholder fraud is higher in certain situations including:

New or replacement card never received

Lost card

Altered or counterfeit cards

Account take over

Fraudulent convenience check charges



Fraudulent Purchases Include,

But Are Not Limited To:

- Purchases Which Exceed the Cardholder's Limit
- Purchases Which Are Not Authorized by the Agency
- Purchases for Which There is No Funding
- For Personal Consumption
- Purchases Which Do Not Comply With Federal Acquisition Regulations
- Purchases Which Are Billed by the Merchant but Are Never Received by the Agency
- Excessive Purchases of Necessary Items to Receive Kickbacks, I.E.; Toners, Paper, and Other High Price Items





Reporting GPC Fraud



- **Approving Officials must advise the APC to cancel
the card of any of their cardholders they do not
believe to be trustworthy or who habitually
fail to
follow procedures.**
- **If fraud is suspected immediately contact:
Issuing bank
A/OPC
DOD Fraud Hotline (800-424-9098).
Local CID**



ETHICS & PROCUREMENT INTEGRITY





ETHICS & PROCUREMENT INTEGRITY

- **Federal Acquisition Regulation (FAR 3.101) and CFR Part 2635, Subpart B, establish general standards of conduct guidelines for all agencies**
- **CARDHOLDERS AND APPROVING OFFICIALS SHALL NOT:**
 - **Solicit/discuss/accept Future Employment**
 - **Accept Gratuity From Vendor**
 - **Disclose Proprietary Information**
 - **Disclose Other Vendor's Price During Negotiations (Don't Auction Proposals)**





ETHICS & PROCUREMENT INTEGRITY

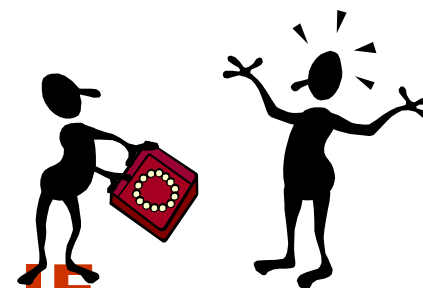


- **GIFTS -- OKAY IF**

- **< \$20.00 or less per occasion, not to exceed \$50 in a year from one source**
- **Based on a Personal Relationship**
- **Discount and Similar Benefits to All Customers**
- **Gift Is Based on Outside Business or Employment Relationship**
- **Permitted by the Hatch Act (Political Gift)**



ETHICS & PROCUREMENT INTEGRITY



- **GIFTS (CONTINUED) -- OKAY IF**

- Conference or Event and All Attendees Receive the Same Item
- Social Invitation From Persons Other Than Prohibited Sources
- Meals, Refreshments and Entertainment in Foreign Area
- Gift Authorized by Supplemental Agency Regulation (DA)
- Authorized by Specific Statutory Authority

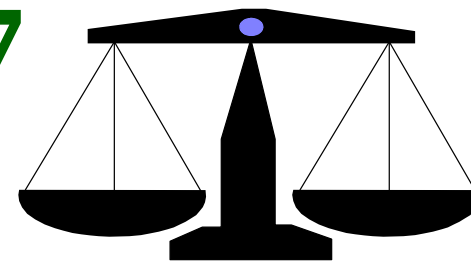


Annual Ethics Training

- **Given in November and December**
- **Stone Education Center**
- **On-line training may be available**
- **<http://www.usoge.gov>
Click on computer & web-based training**



ETHICS COUNSELORS BLDG 2027



- **Civil Law Division**

- **Mr. Al Glamba** **967-0789** **RM 306A**
- **Mr. Roy Masengale** **967-0794** **RM 306B**
- **Mr. Steve Hart** **967-0793** **RM 310**

Annual Ethic Training (Offered in Nov/Dec)

<http://www.usoge.gov>

Click on computer & web-based training

FORSCOM PURCHASE CARD PROGRAM

Customer Automation and Reporting Environment

<https://care.usbank.com/>

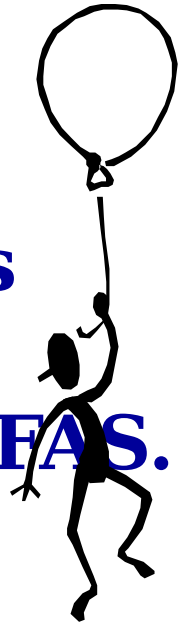




CUSTOMER AUTOMATION AND REPORTING ENVIRONMENT (C.A.R.E.)

Benefits:

- **Capabilities to review transactions by APC, AO, CH, RM and DFAS.**
- **Input capability by APC, RM and DFAS.**
- **AO, CHs, and RM will utilize the system to electronically process invoice certification and payment.**
- **Oversight of CH transaction activity, view transaction on a daily basis, approve transactions daily.**

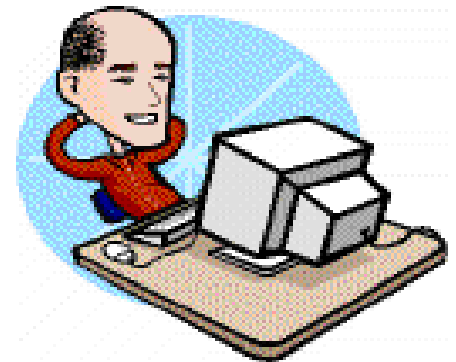


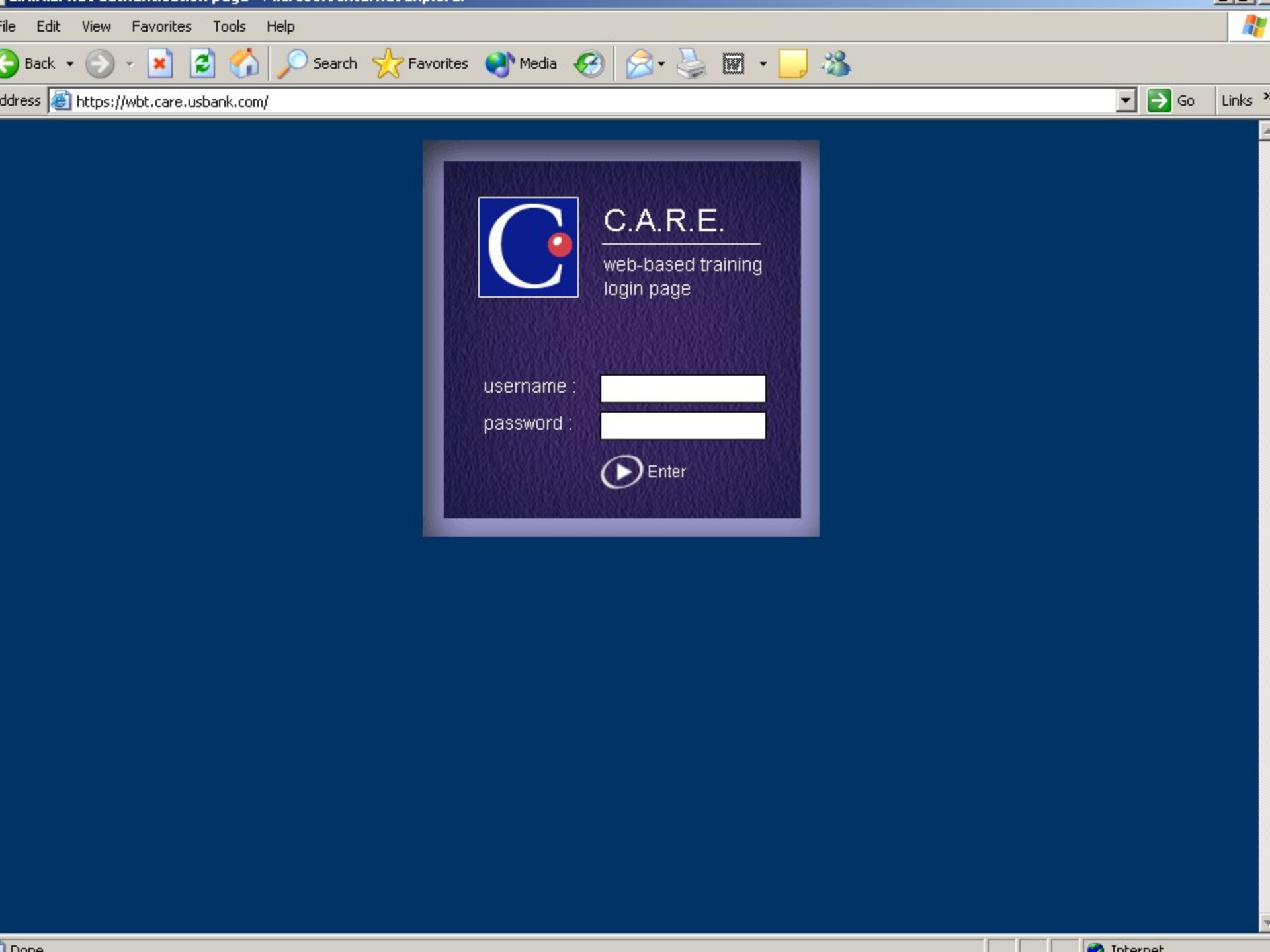
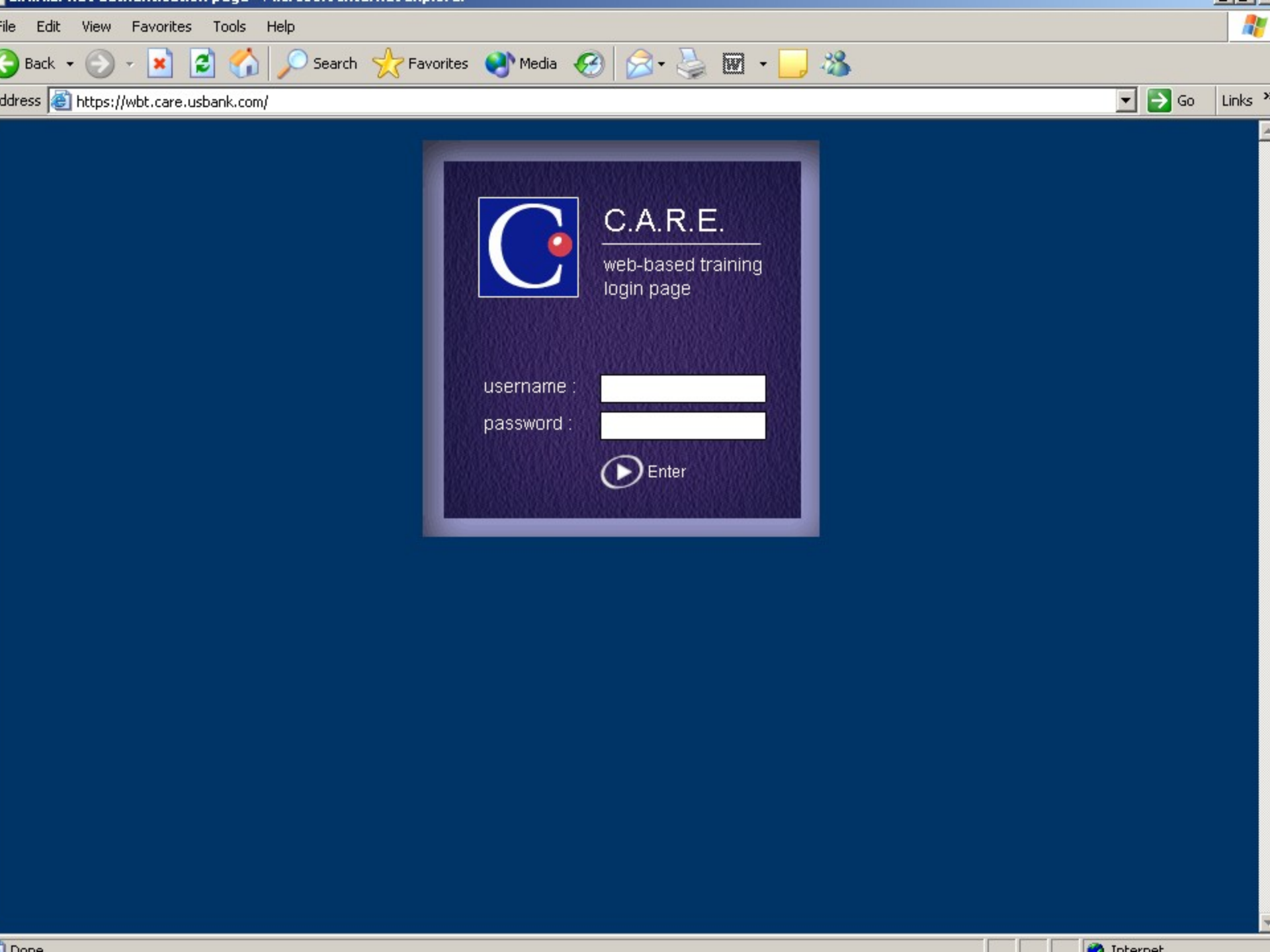
C.A.R.E. WEB BASED TRAINING



**C.A.R.E. On-Line Training
available at**

<https://wbt.care.usbank.com>





Points Of Contact

Directorate of Contracting

BLDG 2015 RM 143

BOX 339500 MS 19

Fort Lewis, Washington 98433-9500

- **Maria Santiago 966-3513**
maria.santiago@lewis.army.mil
- **Jeannie Hoffman 966-3510**
jeannie.hoffman@lewis.army.mil
- **FAX 253-967-8137**

References

DOD Purchase Card Program Management Office:

<http://purchasecard.saalt.army.mil/>

Federal Acquisition Regulation:

<http://farsite.hill.af.mil/>

Contracting Ft. Lewis office:

www.lewis.army.mil/doc/

USBank Customer Service: 1-888-994-6722

USBank Info:

http://usbank.com/gov_forourclients

Unicor: <http://www.unicor.gov/>

GSA: <http://www.gsa.gov/Portal/home>

GSA Advantage: <https://www.gsaadvantage.gov>

NIB: <http://www.nib.org/>

NISH: <http://www.nish.org/>

DOD Financial Management Regulation:

DoDFMR: <http://www.dtic.mil/comptroller28>

THE END



• **Questions?**

***Please Submit the Evaluation Sheet
to Receive Credit for the Course***



THANK YOU FOR ATTENDING!